G. R. S. 58]

Previous references.

Later references.

1916.

File No. 90

Serial Nos. X

GENERAL AND REVENUE SECRETARIAT.

PRB
E

Serial Nos. 1

Part B for

SUBJECT.

1st Meeting of Secretaries

Papers relating to the first meeting of the Secretaries held on the 19th November 1916

W D 1851—GPB—20,000—13-12-1

2

G.R.S. 11] 1916.

GENERAL AND REVENUE SECRETARIAT.

(E. A9.)

NOTES.

File No. 90

FILE HEADING.

Meeting of Secretaries.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15 6-12

3

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Measures for securing uniformity in improving the methods of Letters.

Please issue the accompanying memo (submitting four copies for Secy's signature) and put up the file relating to the questions referred to in the memo

WW
10/11/15

The memo has been issued as directed. Draft notes for the meeting are put up

Secy)

WW
15/11/15

A draft copy of the proceedings of the meeting is put up for approval

Secretary)

WW
22/11/15

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft proceedings of the meeting of Secretaries held on the 19th November 1915 are circulated for favour of remarks. Every Secretary will be furnished with a copy of the proceedings after approval by all the Secretaries.

D. N. Narasinga Rao 23/11
General Secretary to Governmen

To

The Secretary to Government,
Financial Department.

The Secretary to Government,
Public Works Department.

-do- for Railways

-do- Revenue Department.

-do- Education and Agriculture.

7/5

Seen: Thanks. No remarks.
do 25/11
Seen 25/11/15
25/11/15
Seen 25/11/15

Seen
Can fair copy be sent to Reg & Secy
Secy
25/11

Shall know about this
suggested
in Regr
Secy
25/11

Spoke to Secy to-day. The meeting of Secretaries to be arranged after Xmas
Secy

The file is resent to Secy for orders as to whether any meeting is to be held this month
Secy
12/1/16

Please state points for consideration in consultation with the Regr. After the agenda is settled, a suitable date may be fixed
Regr
Secy
16/1
Secy
17/1

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

5

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

I think we may wait till some of the improvements proposed to ~~app~~ be effected take shape when the list of subjects for consideration will be definitely ascertained

Sec
19/1/16.

The note on Scott is being prepared by the Regr & myself under the directions of the Secy. I think too that we may wait till the note is ready.

Secy)

Sec
19/1/16

Sec
21/1

Regr)

Sec
21/1/16

Sec.
21/1
21/1/16.

Subd.
Sec
21/1/16.

Sec
22/1/16

A note on the Essentials of Scott is herewith Subd.
If it is to be considered at a meeting as suggested, a date may be kindly fixed

Secy)

Sec
8/2/16

N.B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GPB—50,000—5-8-15

20. 757 - 756

Dated 11-11-1915

6

E 1-3-90

Official Memorandum.

The Diwan would be glad to meet the Secretaries to Govt. at 2 P.M. on Friday, the 19th Nov 1915, for discussing the following questions among others connected with the improvement of the methods of working in the Secretariats:

1. Measures needed for securing greater uniformity of work in the different Secretariats.

2. Periodical meetings of the Secretaries for ensuring greater co-operation among the Secretaries and the Secretariats.

3. Suggestions for preserving Records in the Secretariats.

2. The consideration of the subjects would be much facilitated should the Secretaries ~~not be supplied already~~ bring with them ~~written notes of~~ their suggestions ~~in regard to them~~.

20.11.15
RO

Date 19/11

To.

The Financial Secretary.
The Secretary, P.W.D.
The Railway Secretary
The Revenue Secretary
The General Secretary
The Secretary, E & D.

1. Manual
2. Standing orders
3. Codes, Dept Rules, Byelaws
   Manuals
4. Files of Standard Letters
5. Desk Instructions
   Schedules
6. Rules for Reading
7. Hours of Attendance

18/11/15

8

Subjects for consideration at a meeting of the Secretaries on - Friday, the 19th November 1915, at 2 P.M. in the Council Chamber:-

I. Measures needed for securing greater uniformity of work in the different Secretariats.

II. Periodical meetings of the - Secretaries for ensuring greater co-operation among the Secretaries and the Secretariats.

III. Suggestions for preserving secrecy in the Secretariats.

IV. The other matters concerning Secretariats included in the annexed list.

V. Organisation and Development Scheme.

2

1 A provisional list of Branches common to all may be prepared soon after D.O.'s Mtg.

2. Through Branches may be taken up afterwards.

Branch 1 very useful.

3. Telephone

4 Library

Peel

19/11

NOTES FOR THE MEETING OF SECRETARIES ON 19th NOVEMBER 1915.

I. Measures needed for securing greater uniformity of work in the different Secretariats.

The measures needed for the purpose are briefly as follow:-

(a) Preparation of a list of matters in regard to which divergent practices exist but uniformity is desirable.

(b) Recognition of a standard system of work.

(c) Agency for preparing the list and making proposals.

(d) Consideration of the same at a meeting of the Secretaries.

(e) A joint report to Government containing the recommendations of the Secretaries.

As the Secretariat officers hardly find the time necessary for doing the preliminary work which will by no

no means be light, the Efficiency Audit Establishment may undertake the same. The standard system may, for purposes of comparison, be provisionally taken to be that embodied in the General and Revenue Secretariat Manual. Every Secretary should nominate an officer under him to render necessary - assistance and supply all information required for the execution of the work.

II. Periodical meetings of the Secretaries for ensuring greater co-operation among the Secretaries and the Secretariats.

Part I. The following suggestions may be considered:-

(a) All the Secretaries may meet at least once every quarter.

(b) The date, place and time of the meeting and the subjects for consideration may be fixed by the General Secretary in consultation with the other Secretaries.

(c) The subjects which will for some time to come require continuous attention will be the following:-

(i) Measures for securing greater uniformity of work in the different Secretariats.

(ii) Rules for preserving secrecy in the Secretariats.

The subjects, if any, specially referred to them by the Dewan -

Dewan from time to time will, of course, be discussed at a meeting of the Secretaries.

Part II. In addition to the general meeting of the Secretaries, every Secretary may meet the officers working under him once every quarter for considering the following among other subjects:-

(i) The working of special schemes sanctioned by Government. A list of them may be prepared and kept for reference.

(ii) The progress made in regard to the subjects receiving continuous attention from the Dewan and Members of Council.

(iii) The points recorded in tour notes of Members of Government

(iv) The work done concerning organization and development subjects.

(v) General scrutiny of the arrears of current work.

(vi) Any other matter referred to

to the meeting by the Secretary concerned.

III. Suggestions for preserving secrecy in the Secretariats:-

(a) Re-publication in a compact form of the five standing orders in regard to this subject.

(b) The extension of the special provisions of the General and Revenue Secretariat in this matter to the other Secretariats.

(c) Exemplary punishment of officials reasonably suspected to be guilty of unauthorised disclosure of official information.

(d) Prompt notice of all official matters unauthorisedly published in newspapers.

(e) Personal discussion and settlement of questions among officers in cases requiring extreme secrecy.

(f) Rules of procedure for subordinate offices for aiding the preservation of secrecy.

(g) A greater degree of reticence towards officers seeking interviews concerning personal questions.

Mr Kasturi Srinivasa Rao

16.

NOTE

1. Measures needed for securing greater uniformity of work in the different Secretariats.

(a) The system now adopted to obtain unofficially the views or the opinions of other Secretariats as well as any information that may be required to elucidate obscure points, &c., seems to have secured expedition in the matter of disposal. If the same system were to be followed by other Secretariats, much clerical work would be saved.

(b) It may not be possible to render the Secretariat work uniform in all cases as in certain offices, where both the administrative and the Secretariat works are combined (e.g., Chief Engineer and Secretary's office), different methods of disposal obtain as the same establishment is entrusted with both the duties. Secretariat work as such cannot be kept apart from other classes of work in these combined offices. There is however no reason why other Secretariats should not follow any particular method or system which may be prescribed for all in view to secure uniformity. A few points on which such uniformity is desirable may be specified and action taken accordingly.

2. Periodical meetings of the Secretaries for ensuring greater co-operation among the Secretaries and the Secretariats -

Organising regular meetings for this purpose would be rather inconvenient for this Department as the Chief Engineer has often touring work, The easiest way is to talk over matters, when necessary, with the Secretary concerned, so as to come to a speedy settlement. The subject which is to be dealt with promptly and the investigations or enquiries required to be - - carried out in a particular Secretariat, can best be arranged for in this manner, and things will then move more swiftly. This method of work seems to be preferable to regular periodical meetings at which other Secretaries may or may not be present when they happen to be on - - circuit. There is however no objection for such meetings once a quarter or so. There is not however much in common between the Technical Secretariats and those dealing with the General Branches of the administration. The constitution, procedure and methods of work are to be varied according to the establishments maintained in each.

3. Suggestions for preserving secrecy in the Secretariats.

(a) Matters required to be treated as confidential at different stages of their development, until they are finally disposed of, are ordinarily dealt with in this Secretariat by two or three officers only. Such papers are also kept in a safe and never sent into the office. A typist has occasionally to be taken into confidence when disposal notes are required to be prepared for obtaining orders. There must be a confidential clerk in every office and it is not possible to do without him. The chances of official secrets being divulged under such an arrangement must be few. The standing orders on the subject to give sufficient scope for punishing delinquents.

(b) There are cases, however, in which confidential communications, before they pass the final stage, come to the knowledge of the public. When it is remembered that the papers pass from one office to another, it becomes difficult to trace the offending office and fix the responsibility, no one being aware from what office or from what source such information has been obtained. To prevent this and fix the responsibility, the heads of the Secretariat have to learn typing themselves, type all confidential matters, seal and despatch. Even then there is the risk of seals being interfered with and contents divulged by curious clerk.

Notes for
Meeting of Secretaries
Friday 19th November 2 P. M.

19

I. (1) The Secretariat Office Manual may be made applicable to all Secretariats with suitable modifications A Committee consisting of the Secretaires with the Efficiency Audit Officer to help them may undertake this work.

(2) Printing important selections from records should be undertaken.

(3) Exchange of unanswered references should be made.

(4) Where any question concerns more than one department the final orders should issue with the concurrence of all the Secretaries.

II. They may meet once a fortnight and discuss questions relating to organisation and co-ordination.

III. (a) Matters of a strictly confidential nature should be dealt with only by Gazetted officers and others by the Superintendents assited by a selected clerk in each branch. Some care should be taken in the transmission of papers.

(b) A few cases in which confidential information has been divulged should be investigated and an example made of those at fault.

N. D'Souza

20

Questions for discussion at a meeting of the Secretaries and the Dewan on Friday the 19th November 1915 at 2 P.M. with proposed replies thereon.

I.	Measures needed for securing greater uniformity of work in the different Secreta--riats.	In what respects uniformity of procedure is required to be settled. At present it is indefinite. We may read -- through General and Revenue Secreta--riat Manual and omit all clauses not suited to our office and make matters more definite in our office.
II.	Periodical meetings of the Secretaries for ensuring greater co-operation among the Secretaries and the Secretariats.	We may meet once in three months. Rail--way Department has not much in comm with other Secretariats.
III.	Suggestions for preserving secrecy in the Secretariats.	Existing provisions on office informa--tion are quite sufficient to punish delinquents. If in important matters secrecy is required, Secre--taries should learn typing and type. Register and seal their own orders. Even then the seals may be opened and letters seen by curious clerks. I am for business in broad day light as per code.

J.L
17/11/15

Submitted by Secy

Brajpal on
19th at 2 P.M

17-11-15